

## APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334,

Attention: Scheduling Section.							
FOR AGENCY USE	1. Agency Address	FOR RECORDS MANAGEMENT USE					
Application Date	Georgia Public Service Commission	Application Number					
	Utilities Financial Analysis Division	82 - 71					
Application Number	277 State Office Building	Date Received Date Completed					
	Atlanta, Georgia 30334	MAR 2 9 1982   APR 1 9 1982					
2. Person to Contact	Working Title	Telephone Number					
Nolan Ragsdale	Utilities Analyst	656-4520					
<b>T</b>	Schedule; record will continue to accumulate. accumulation; no further accumulation anticipated.						
c. ☐ Amend Application No Check One: ☐ Change; ☐ Supercede; ☐ Void							
4. Dates of Series 5. Records Series Title (followed by title used in office; if different)  Earliest Latest							
1912 to date	TELEPHONE AND TELEGRAPH COMPANIES' ANNU						
6. Division and Office Function	6. Division and Office Function What is the function of the Division and the Office in which this record series is created?						
		•					
· ·							
	SEE ATTACHED	*					
7. Record Series Description	This file contains the following documents (include form no Attach samples of the file.						
Documents relating to: analyzing Annual Reports submitted by telephone and telegraph companies in order to determine their financial integrity and efficiency of operations.							
Included are: Annual Reports of each telephone and telegraph company containing general information about company, such as names of directors and officers, information about stockholders' voting powers, and important changes during the year, etc.; financial and accounting data; and plant and operating data, which provides various information relating to the general administration of the company.							
<u>.</u>							
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File is arranged: alphabetically by name of company; thereunder chronologically by calendar year.							
8. Monthly Reference Rate	How often are records referred to which are:						
One to six months old; Seven to twelve months old; Thirteen to twenty-four months old;							
twenty-five months and older?  9. Annual Rate of Accumulation of Records							
Letter-size drawers 1 1/2; Legal-size drawers; Shelves; Other (specify)							
S. 11. 3. 4. 1							
AR-50-71; Rev. 76	(Over)						

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			lumn) '		
X a. Is this the c	official copy of the re is it?			· · · · · · · · · · · · · · · · · · ·	
X b. Does the se	ries contain confide	ential information	requiring security handling? If yes, cite law or regulat	ion.	
X c. Is this a vita	c. Is this a vital record?				
	ries have historical	or long term resea	arch value?	·	
/la	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these  documents be scheduled separately?				
			oublished? If yes, attach copy.		
			nalyzed and/or recorded in a summarized report? o Commissioners, Consumers Utility Co		
X If yes, when	e?		e, or in another office or agency?	company	
1 37	s <i>(or a major portio</i> cord series result in		microfilmed?		
11. Retention Requirement		•	es the series to be kept:	· · · · · · · · · · · · · · · · · · ·	
	<b>*</b>			• •	
a. State Law		years.	d. Audit period	years.	
<ul><li>b. Statute of limitation</li><li>c. Federal law</li></ul>		years. years.			
				, , , , , , , , , , , , , , , , , , , ,	
Attach copy or excert of	of laws or regulatio	ns. Explain admir	nistrative need.		
Needed to project	companies':	regression			
12. Approved Disposition I  When Hold in the current	· XX	Calendar Year;	ends that the file series be cut off at the end of each:    Fiscal Year;   Other	then,	
☐ Transfer to local ho			·		
☐ Transfer to State Re	cords Center; hold	yea	r(s); then		
□ Destroy.  XX Transfer to State Ar	chives for permane	ent retention.			
☐ Other (Specify)			•		
••		•			
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These instructions appl	y to all prior and f	uture accumulatio	ons of the series.		
Agency Head/Designee (Si	gnature)	Date	Records Management Officer (Signature)	Date	
	-		the milla	3-26-82	
			State Records Committee (Signature)	Date	
Recommendations in paragraph 12 are approved.	State And	itor/Designee	1 monthal	V-5-8-	
(If disapproved, attach lette	r M	 b	1 7/4	11 1-0-	
of explanation.)	Secretary of	State/Designee	Carou var	17-2-02	
AR-50-71; Rev. 76	Attorney G	eneral/Designee	Reverse Side)	115-63	
10-30-11, MEV. 10		L.F.	10101 D		

BRIEF DESCRIPTION OF ANALYSIS OF ANNUAL REPORTS:

Each annual report is analyzed and a summary distributed to the Commissioners, the Financial Analysis Staff, Consumer's Counsel and the Company. The analysis includes computation of rates of return on equity for the period of the annual report; rate of return on rate base; rate of return on total capital structure; various financial ratios and data per average main station. Comparisons are made between the current data submitted by each company and the averages of all telephone companies in the State. Finally comparisons are made of the data submitted by each company to the national averages of REA companies. Georgia companies are ranked in descending order for comparison, and first standards of deviation are determined to show companies that are in extreme variance from the mean.

(A sample of the current summary report being used is attached.)